

Update the Student's Personal Information

Navigation:

Student Admissions > Application Maintenance > Add/Update a Person

The screenshot shows a web form titled "Add/Update a Person". Below the title is the instruction: "Enter any information you have and click Search. Leave fields blank for...". There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". The form contains five rows of search criteria, each with a dropdown menu set to "begins with" and a text input field. The "ID" field contains the value "200001544". Below these fields are two checkboxes: "Include History" and "Correct History". At the bottom are "Search" and "Clear" buttons, along with links for "Basic Search" and "Save Search Criteria". A yellow callout box with a black border points to the "ID" field and contains the text: "Enter the **EmplID** and click **Search**. If you do not know the EmplID, you can search by **National ID (SS#)** and/or **First Name and Last Name**".

Review the information on the following pages and make the necessary updates.

Overview of the *Biographical Details* tab

The screenshot displays the 'Biographical Details' tab for a user named Sammy Rant (Campus ID: 200001544). The interface is divided into several sections:

- Person Information:** Includes 'Date of Birth' (03/11/1980) with a 'Birth Information' link and a 'Names' link.
- Biographical History:** Includes 'Effective Date' (10/15/2007), 'Marital Status' (Single), and 'Gender' (Male). It features a '+ -' button for adding or removing rows.
- National ID:** A table with columns for Country, National ID Type, National ID, and Primary. The current entry is USA, Social Security Number, 055-84-9631, and is marked as Primary.
- Contact Information:** Includes 'Addresses' (Home, Office 1) and 'Phone' (Home, Office 1) sections. The 'Addresses' section has an 'Addresses' link. The 'Phone' section has an 'Add' button.
- Bottom Navigation:** Includes 'Save', 'Add', 'Update/Display', 'Include History', and 'History' buttons. There are also links for 'Visa/Permit Data' and 'Citizenship'.

Click the **Names** link to add or update a name

Date of Birth is required. Click the **Birth Information** link to enter the Birth Country.

Insert a new row here to update the **Marital Status** and **Gender**

National ID (Social Security Number) is required here

Add and update **Phone** and **Email Address** here

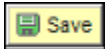
Click the **Addresses** link (or the **Addresses** tab at the top) to add or update an address

Click the **Visa/Permit Data** link or the **Citizenship** link to go to these pages

Add or Update a Name

Click the **Names** link on the **Biographical Details** page

The screenshot shows the 'Names' interface. At the top, there is a table titled 'Current Names' with columns: Name Type, Name, Effective Date, Status, and Name History. A callout points to this table with the text: 'Existing names are listed here'. Below the table is a form titled 'Add/change a name'. A callout points to the 'Type of Name' dropdown menu with the text: 'Click the **Name History** link to see all name changes'. The form includes fields for Effective Date, Status, Prefix, First Name, Last Name, and Suffix. A callout points to the 'Type of Name' dropdown and the 'Effective Date' field with the text: 'To update an existing name or add another name, select the **Type of Name**, enter the **Effective Date** and complete the name information.' At the bottom of the form are 'Submit' and 'Reset' buttons. A callout points to the 'Submit' button with the text: 'Click **Submit** You will see the change listed under Current Names.' At the very bottom of the interface are 'OK', 'Cancel', and 'Refresh' buttons. A callout points to the 'OK' button with the text: 'Click **OK**'.



To save your changes, click the **Save** button.

Correct a Name

Only some users have access to **Correct History**. Only use it to correct a misspelled name.

Biographical Details | Addresses | Regional

Sammy Rant 200001544 [Names](#)

Person Information

Date of Birth: 03/11/1980 [Birth Information](#) Campus ID:

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 10/15/2007

*Marital Status: Single As of: 10/15/2007

*Gender: Male

National ID Customize | Find | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	055-84-9631	<input checked="" type="checkbox"/>

Contact Information

Addresses Find | View All First 1 of 2 Last

Address Type: Home [Addresses](#)

Effective Date: 10/15/2007

Status: Active

Country: USA

Address: 1000 Main Street
Stony Brook, NY 11790

*Type	Phone	Ext	Country	Preferred
Home	631/555-1111			<input checked="" type="checkbox"/>
Office 1	632-1232			<input type="checkbox"/>

Add

*Type	*Email Address	Preferred
		<input type="checkbox"/>

Add

[Visa/Permit Data](#) [Citizenship](#)

Save Return to Search Refresh Add Update/Display Include History **Correct History**

Click the **Correct History** button

Click the **Names** link

Names

Current Names Customize | Find | View All | First 1 of 1 Last

Name Type	Name	Effective Date	Status	Name History
Primary	Sammy Rant	10/15/2007	Active	Name History

Add/change a name

Type of Name:

Effective Date: 11/08/2007 Status: Active

*Format Using: English [Change Format](#)

Prefix:

First Name:

Last Name:

Suffix:

Middle Name:

Display Name:

Formal Name:

Name:

Submit Reset

OK Cancel Refresh

Click the **Name History** link next to the name that you want to correct

When you get to the next page click the **Edit Name** link

Make the correction

Click **OK** until you return the **Biographical Details** page

Click **Save**

Update an Existing Address

Click the **Addresses** tab

Sammy Rant 200001544

Biographical Details **Addresses** **Regional**

Current Addresses Customize | Find | View All | First 1-2 Last

Address Type	Address	Effective Date	Status	Edit/View Address Detail
Home	1000 Main Street Stony Brook, NY 11790	10/15/2007	Active	Edit/View Address Detail
Mailing	P.O. Box 123 Stony Brook, NY 11790	10/18/2007	Active	Edit/View Address Detail

Add Address **Add Address Types**

Effective Date: 11/08/2007 Status: Active

Country: USA United States

Address: [Edit Address](#) [Address Linkage](#)

* Home
 * Mailing
 Business
 Check
 Dormitory
 Legal
 Campus
 Other

Click the **Edit/View Address Detail** link next to the address type that you want to update

Address History

Address Type Home

Address History Find First 1 of 1 Last

Effective Date	Country	Status	Address	
10/15/2007	USA	Active	1000 Main Street Stony Brook, NY 11790	Update Addresses Address Linkage

Click the **Add a new row** button next to the address that you want to update

Address History

Address Type Home

Effective Date	Country	Status	Address	
11/08/2007	USA	Active	1000 Main Street Stony Brook, NY 11790	<input type="button" value="+"/> <input type="button" value="-"/> Update Addresses Address Linkage
10/15/2007	USA	Active	1000 Main Street Stony Brook, NY 11790	<input type="button" value="+"/> <input type="button" value="-"/> Update Addresses Address Linkage

OK Cancel Refresh

The new row is added above the existing one. Enter the **Effective Date**, select the **Country** and click the **Update Addresses** link.

Edit Address

Country: United States [Change Country](#)

Address 1: 2356 Lazy Lane

Address 2:

Address 3:

City: Patchogue State: NY New York Postal: 11772

County:

OK Cancel

Enter the new address and click **OK**

Address History

Address Type Home

Effective Date	Country	Status	Address	
11/08/2007	USA	Active	2356 Lazy Lane Patchogue, NY 11772	<input type="button" value="+"/> <input type="button" value="-"/> Update Addresses Address Linkage
10/15/2007	USA	Active	1000 Main Street Stony Brook, NY 11790	<input type="button" value="+"/> <input type="button" value="-"/> Update Addresses Address Linkage

OK Cancel Refresh

Click **OK** again. Your changes will not be saved until you click the **Save** button.

Correct an Address

Only some users have access to **Correct History**. Only use it to correct a misspelled address.

Biographical Details | Addresses | Regional

Sammy Rant 200001544 [Names](#)

Person Information

Date of Birth: 03/11/1980 [Birth Information](#) Campus ID:

Biographical History [Find](#) | [View All](#) First 1 of 1 Last

*Effective Date: 10/15/2007 [+](#) [-](#)

*Marital Status: Single As of: 10/15/2007 [+](#) [-](#)

*Gender: Male

National ID [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	055-84-9631	<input checked="" type="checkbox"/>

Contact Information

Addresses [Find](#) | [View All](#) First 1 of 2 Last

Address Type: Home [Addresses](#)

Effective Date: 10/15/2007

Status: Active

Country: USA

Address: 1000 Main Street
Stony Brook, NY 11790

*Type	Phone	Ext	Country	Preferred
Home	631-555-1111			<input checked="" type="checkbox"/>
Office 1	632-1232			<input type="checkbox"/>

[Add](#)

*Type	*Email Address	Preferred
		<input type="checkbox"/>

[Add](#)

[Visa/Permit Data](#) [Citizenship](#)

[Save](#) [Return to Search](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

Click **Correct History**

Biographical Details | Addresses | Regional

Sammy Rant 200001544

Current Addresses [Customize](#) | [Find](#) | [View All](#) | [View All](#) First 1 of 2 Last

Address Type	Address	Effective Date	Status	Edit/View Address Detail
Home	1000 Main Street Stony Brook, NY 11790	10/15/2007	Active	Edit/View Address Detail
Mailing	P.O. Box 123 Stony Brook, NY 11790	10/18/2007	Active	Edit/View Address Detail

Add Address

Effective Date: 11/08/2007 [+](#) [-](#) Status: Active

Country: USA United States

Address: [Edit Address](#) [Address Linkage](#)

[Submit](#) [Reset](#)

Add Address Types

- * Home
- * Mailing
- Business
- Check
- Dormitory
- Legal
- Campus
- Other

Click the **Addresses** tab

Click the **Edit/View Address Detail** link next to the address type that you want to correct

Click the **Update Addresses** link

When you get to the next page make the corrections

Click **OK** until you return to the **Addresses** page

Click **Save**

Address History

Address Type Home

Effective Date	Country	Status	Address
10/15/2007	USA	Active	1000 Main Street Stony Brook, NY 11790

1 of 1 Last

[Update Addresses](#)
[Address Linkage](#)

OK Cancel Refresh

Add a New Address Type

Click the **Addresses** tab

The screenshot shows a web interface for managing addresses. At the top, there is a table titled "Current Addresses" with columns for Address Type, Address, Effective Date, Status, and Edit/Details links. Below the table is the "Add Address" form, which is highlighted with a red border. The form includes fields for Effective Date (11/08/2007), Status (Active), Country (USA), and Address. There are "Submit" and "Reset" buttons. To the right of the form is a list of address types with checkboxes: Home, Mailing, Business, Dormitory, Billing, Foreign home address, SEVIS, Local (Off Campus), Grad student's dept mailbox, Campus (Internal Format), and Send diploma here. A yellow callout box on the right contains instructions: "Select the Address Type", "Enter the Effective Date", "Click Edit Address link", "Complete the address information", "Click Submit", and "Click Save". At the bottom of the form, there is a navigation bar with buttons for Save, Return to Search, Previous in List, Next in List, Refresh, Add, and Update.

Address Type	Address	Effective Date	Status	Edit/Details
Home	1000 Main Street Bellport, NY 11713 Suffolk	11/08/2007	Active	Edit/Details

Add Address

Effective Date: 11/08/2007 Status: Active

Country: USA United States

Address: Edit Address Address Linkage

Submit Reset

- * Home
- Mailing
- Business
- Dormitory
- Billing
- Foreign home address
- SEVIS
- Local (Off Campus)
- Grad student's dept mailbox
- Campus (Internal Format)
- Send diploma here

* Active address exists
[Explain](#)

Save Return to Search Previous in List Next in List Refresh Add Update

Update Phone and Email Information

Click the **Biographical Details** tab.

Make sure that you indicate one Phone and one Email as **“Preferred”**!

Biographical Details | Addresses | Regional

Sammy Rant 200001544 [Names](#)

Person Information

Date of Birth: 03/11/1980 [Birth Information](#) Campus ID:

Biographical History [Find](#) | [View All](#) | [First](#) | [Last](#)

*Effective Date: 10/15/2007 [Birth Information](#)

*Marital Status: Single As of: 10/15/2007 [Birth Information](#)

*Gender: Male

National ID [Customize](#) | [Find](#) | [First](#) | [Last](#)

*Country	*National ID Type	National ID
USA	Social Security Number	055-84-9631

Contact Information

Addresses [Find](#) | [View All](#) | [First](#) | [1 of 2](#) | [Last](#)

Address Type: Home [Addresses](#)

Effective Date: 10/15/2007

Status: Active

Country: USA

Address:
1000 Main Street
Stony Brook, NY 11790

*Type	Phone	Ext	Country	Preferred
Home	631/555-1111			<input checked="" type="checkbox"/>
Office	632-1232			<input type="checkbox"/>
Add				

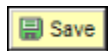
*Type	*Email Address	Preferred
		<input type="checkbox"/>
Add		

[Visa/Permit Data](#) [Citizenship](#)

[Save](#) [Return to Search](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

Existing Phone or Email addresses can just be replaced with the new or corrected information.

To add a new **Phone Type** or **Email Type**, click the **Add** button.



To save your changes, click the **Save** button.

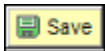
Update Ethnic Group

Click the **Regional** tab.

Only one **Ethnic Group** is required. It is not necessary to add a new row here to update it.

The screenshot shows a web application interface with the following elements:

- Navigation tabs: **Biographical Details**, **Addresses**, **Regional** (selected).
- User information: Sammy Rant, ID: 200001544.
- Country: USA.
- Ethnicity** section:
 - Search: Find | View
 - Navigation: First, 1 of 1, Last
 - Fields: *Regulatory Region: USA (United States), *Ethnic Group: WHITE (White)
 - Options: Primary, [Ethnicity Detail](#)
- History** section:
 - Search: Find | View All
 - Navigation: First, 1 of 1, Last
 - Fields: *Effective Date: 10/15/2007, Military Status: Not indicated
 - Options: Disabled, Disabled Veteran, VA Benefit
- Buttons: Save, Return to Search, Refresh, Add, Update/Display, Include History, Correct History.



To save your changes, click the **Save** button.

Update Visa Permit Information

To access the **Visa/Permit Data** page click the link on the **Biographical Details** page.

Biographical Details | Addresses | Regional

Sammy Rant 200001544 [Names](#)

Person Information

Date of Birth: 03/11/1980 [Birth Information](#) Campus ID:

Biographical History [Find](#) | [View All](#) First 1 of 1 Last

*Effective Date: 10/15/2007 [Birth Information](#)

*Marital Status: Single As of: 10/15/2007 [Birth Information](#)

*Gender: Male

National ID [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA <input type="text"/>	Social Security Number	055-84-9631	<input checked="" type="checkbox"/>

Contact Information

Addresses [Find](#) | [View All](#) First 1 of 2 Last

Address Type: Home [Addresses](#)

Effective Date: 10/15/2007

Status: Active

Country: USA

Address: 1000 Main Street
Stony Brook, NY 11790

Phone

*Type	Phone	Ext	Country	Preferred
Home	631/555-1111			<input checked="" type="checkbox"/>
Office 1	632-1232			<input type="checkbox"/>

[Add](#)

Email

*Type	*Email Address	Preferred
		<input type="checkbox"/>

[Add](#)

[Visa/Permit Data](#) [Citizenship](#)

[Save](#) [Return to Search](#) [Refresh](#) [Add](#) [Update/Disable](#) [Include History](#) [Correct History](#)

Visa/Permit Data

[Find](#) | [View All](#) [Get Supporting Documents](#)

*Country:

*Type:

Classification:

*Effective Date: 11/08/2007 [Birth Information](#)

Number: *Status: Applied *Status Date:

Issue Date: Duration: *Duration Type:

Date of Entry into Country: Expiration Date: [Birth Information](#)

Issuing Authority:

Issue Place:

Supporting Documents Needed [Customize](#) | [Find](#) | [View All](#) | [View All](#) First 1 of 1 Last

*Document ID	Description	Request Date	Date Received
<input type="text"/>		<input type="text"/>	<input type="text"/>

[OK](#) [Cancel](#)

Complete the Visa/Permit information and click **OK**.
Don't forget to **save** when you get to the **Biographical Details** page.

Update Citizenship Status

To access the **Citizenship** page click the link on the **Biographical Details** page.

Biographical Details | Addresses | Regional

Sammy Rant 200001544 [Names](#)

Person Information

Date of Birth: 03/11/1980 [Birth Information](#) Campus ID:

Biographical History [Find](#) | [View All](#) First 1 of 1 [Last](#)

*Effective Date: 10/15/2007 [+](#) [-](#)

*Marital Status: Single As of: 10/15/2007 [+](#) [-](#)

*Gender: Male

National ID [Customize](#) | [Find](#) | [+](#) [-](#) First 1 of 1 [Last](#)

*Country	*National ID Type	National ID	Primary
USA <input type="text"/>	Social Security Number <input type="text"/>	055-84-9631 <input type="text"/>	<input checked="" type="checkbox"/>

Contact Information

Addresses [Find](#) | [View All](#) First 1 of 2 [Last](#)

*Type	Phone	Ext	Country	Preferred
Home <input type="text"/>	631/555-1111 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
Office 1 <input type="text"/>	632-1232 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Add

Address Type: Home [Addresses](#)

Effective Date: 10/15/2007

Status: Active

Country: USA

Address: 1000 Main Street
Stony Brook, NY 11790

Email [+](#) [-](#)

*Type	*Email Address	Preferred
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Add

[Visa/Permit Data](#) [Citizenship](#)

[Save](#) [Return to Search](#) [Refresh](#) [Add](#) [Update/Display](#) [Hide History](#) [Correct History](#)

Citizenship Detail

Citizenship/Passport [Find](#) | [View All](#) First 1 of 1 [Last](#)

*Country: USA United States Citizenship Status: Native [+](#) [-](#)

Passport Information [Find](#) | [View All](#) First 1 of 1 [Last](#)

*Passport Number: [+](#) [-](#)

Expiration Date: [+](#) [-](#)

Country: USA United States

Priority:

[Cancel](#) [Refresh](#)

Enter the **Citizenship Status** and click **OK**. For non-citizens, record their status in the USA and then add a row and record their status in their native country.

Don't forget to **save** when you get to the **Biographical Details** page.